THE RESUMIX APPLICATION PROCESS

You may submit your resume to the HRSC-SE one of three ways:

1. Use the Resume Builder. **This is the preferred method.**
2. E-mail your resume in the body of an e-mail message to wantajob@se.hroc.navy.mil.
3. Mail a "hard copy" to the address on the job opportunity announcement.

You can find specific information on how to submit a resume in any of these formats on the Department of the Navy web page - http://www.donhr.navy.mil/Jobs/default.asp

To prepare a new resume using Resume Builder follow these steps:

1. Go to www.donhr.navy.mil
2. Click on the Job Opportunities tab
3. Click on "Jobs, Jobs, Jobs"
4. Click anywhere within Southeast Region on the map
5. Click on the SE announcement for the series in which you are interested
6. Click on "Take me to the Resume Builder" at the bottom of the announcement.

The ResumeBuilder will take you through the steps necessary to prepare your resume. You may prepare your resume directly in the Resume Builder; however, it is recommended that you prepare your resume in Word and cut and paste it into the Resume Builder.

To add additional series for which you want consideration follow these steps. If you want to be considered for more than one series, you must repeat this process for each series:

a. Select the announcement for the series you want to add
b. Scroll to the bottom of the announcement and click on "Application Express"
c. Follow the instructions in Application Express to self-nominate for each additional series.

To apply for a position if you already have a resume on file follow these steps:

1. Go to www.donhr.navy.mil
2. Click on the Job Opportunities tab
3. Click on "Jobs, Jobs, Jobs"
4. Click anywhere within Southeast Region on the map
5. Click on the SE announcement for the series in which you are interested
6. Scroll to the bottom of the announcement and click on "Application Express"
7. Follow the instructions in Application Express to self-nominate for this announcement.

To apply for a position if you already have a resume on file but wish to update either the resume or Additional Data Sheet follow these steps:

1. Go to www.donhr.navy.mil
2. Click on the Job Opportunities tab
3. Click on "Jobs, Jobs, Jobs"
4. Click anywhere within Southeast Region on the map
5. Click on the SE announcement for the series in which you are interested
6. Click on "Take me to the Resume Builder" at the bottom of the announcement.
7. Scroll to the bottom of the Resume Builder and click on the "Preview" button. This will show the resume which is currently in Resumix.
8. Click on "Make Change", this will bring up the resume which you currently have in Resumix. Edit, update, or otherwise change your resume and Additional Data Sheet.
9. When you have made your changes, click on the appropriate button at the bottom of the Resume Builder. *Preview* will take you back to the screen where you can see your resume with the changes you made. *Submit* will submit your updated resume for the announcement you are currently in only; **previous resumes and series selections are cancelled when you submit your revised resume.** *Exit* will save your updated resume without submitting it. Disregard the "Resume Cancellation Notice"; your resume has been saved and is available for viewing or submission. *Cancel* takes you out of Resume Builder without saving or submitting your resume.
10. To update your resume for other series, go to the appropriate announcement, scroll down to the "Application Express" button, and follow the instructions. You must do this for each series for which you want to be considered.